

Training Manager

State of Tennessee
Tennessee Department of Environment and Conservation

The Tennessee Department of Environment and Conservation is responsible for safeguarding the health and safety of Tennessee citizens from environmental hazards; protecting and improving the quality of Tennessee's land, air and water; and managing the system of 54 Tennessee State Parks and 82 Natural Areas.

TDEC is seeking to fill the position of Training Manager. This position is stationed in Nashville and acts as an Assistant Director of the Office of Talent Management. Statewide responsibilities will be assigned.

Duties and Responsibilities

- Develop a needs assessment process and create an instructional design process with appropriate delivery methods and post-training evaluations.
- Conduct training needs assessments and oversee the training function.
- Manage key training projects and initiatives that have strategic and organization-wide impact.
- Continuously seek and support new approaches, practices and processes to improve the efficiency of training services offered.
- Employ current Instructional design methods to develop training workshops aligned with agency goals. Apply current adult-learning theories and practices in designing and delivering training workshops aligned with agency goals.
- Overnight travel required at times.

Qualifications: Bachelor's Degree in Human Resources, Adult Education, Instructional Design, Business or related field and five years experience in training and development.

Leadership Competencies: The following leadership competencies have been identified as critical for success in this role:

- Creativity
- Learning on the Fly
- Problem Solving
- Organizing
- Time Management
- Presentation Skills
- Written and Oral Communications
- Customer Focus
- Integrity and Trust

All interested candidates should submit a resume to:

Lisa Spencer
Assistant Commissioner – HR Operations and Organizational Performance
TN Department of Human Resources
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